



JAMES H. "JIM" BROWN  
COMMISSIONER OF INSURANCE  
STATE OF LOUISIANA

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## CHANGE OF ADDRESS FORM

**Failure to maintain a current Mailing Address, Resident Address, and Business Address with the Louisiana Department of Insurance will result in a \$50.00 fine as stated in L.R.S. 22:1118 C(1) and Directive #96 issued by the Commissioner of Insurance.**

### MAILING ADDRESS

Name			Louisiana License Number		
New Street Address	Post Office Box	City	State	Zip Code	
Original Signature of Agent, Broker, or Solicitor			Date		

### RESIDENT ADDRESS

Name			Louisiana License Number		
New Street Address	City		State	Zip Code	
Original Signature of Agent, Broker, or Solicitor			Date		

### BUSINESS ADDRESS

Name			Louisiana License Number		
New Street Address	City		State	Zip Code	
Business Phone Number ( )	Business Fax Number ( )	E-Mail Address	Web Site Address		
Original Signature of Agent, Broker, or Solicitor			Date		

**IF YOUR LICENSE RECORD HAS BEEN FLAGGED FOR AN INVALID ADDRESS, THE \$50.00 FINE MUST BE SUBMITTED WITH THIS CHANGE OF ADDRESS FORM.**

**L.R.S. 22:1118 C(1)** Every licensed agent, broker, surplus lines broker, and solicitor shall notify the commissioner of any alteration in his/her residential or business address within ten days of the alteration. The failure to file an address change within the required time will result in a fifty dollar penalty violation fee being imposed. Any person against whom a fine has been levied shall be given due notice of such action. Upon receipt of this notice, the person aggrieved may apply for and shall be entitled to a hearing.

#### Directive No. 96

The Insurance Department has been made aware of the alarming number of applications and other correspondence this office has had returned by the Post Office due to agents, brokers, and solicitors moving and not providing this office with their mailing address corrections.

Effective March 1, 1990 a fine in the amount of \$50.00 will be imposed on any agent, broker, or solicitor who fails to provide this office with a current mailing address. Failure to pay the fine imposed and failure to file the correct mailing address will result in the agent, broker, or solicitors license(s) being suspended in this Department.